

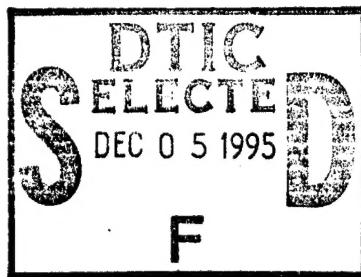


US Army Corps  
of Engineers  
Baltimore District

Contract No. DACW 31-89-D-0054  
Delivery Order No. 0002

**Draft Mitigation Plan and  
Scope of Work  
Lock Haven Local Flood Protection Project  
Clinton County, Pennsylvania**

*Final Report*



19951130 084

Prepared for:  
Baltimore District Corps of Engineers

Prepared by:  
KFS Historic Preservation Group  
Kise Franks & Straw  
Philadelphia, Pennsylvania

**DTIC QUALITY INSPECTED 5**

September 1990

**DISTRIBUTION STATEMENT A: APPROVED FOR PUBLIC RELEASE**

## REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION		1b. RESTRICTIVE MARKINGS	
2. SECURITY CLASSIFICATION AUTHORITY		3. DISTRIBUTION/AVAILABILITY OF REPORT	
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE			
3. PERFORMING ORGANIZATION REPORT NUMBER(S)		5. MONITORING ORGANIZATION REPORT NUMBER(S)	
4. NAME OF PERFORMING ORGANIZATION  Kise Franks & Straw	6b. OFFICE SYMBOL (If applicable)	7a. NAME OF MONITORING ORGANIZATION  Baltimore District Corps of Engineers	
5. ADDRESS (City, State, and ZIP Code)  219 N. Broad Street, 9th Floor Philadelphia, PA 19107	7b. ADDRESS (City, State, and ZIP Code)  P.O. Box 1715 Baltimore, MD 21203-1715		
6. NAME OF FUNDING/SPONSORING ORGANIZATION  Balt. District Corps of Engineers	8b. OFFICE SYMBOL (If applicable)	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER  DACW 31-89-D-0054, Delivery Order #0002	
7. ADDRESS (City, State, and ZIP Code)  P.O. Box 1715 Baltimore, MD 21203-1715		10. SOURCE OF FUNDING NUMBERS	
		PROGRAM ELEMENT NO.	PROJECT NO.
		TASK NO.	WORK UNIT ACCESSION NO.
11. TITLE (Include Security Classification)  Draft Mitigation Plan and Scope of Work: Lock Haven Local Flood Protection Project, Clinton County, Pennsylvania			
12. PERSONAL AUTHOR(S)  Carol A. Benenson			
13. TYPE OF REPORT  Final	13b. TIME COVERED  FROM _____ TO _____	14. DATE OF REPORT (Year, Month, Day)  1990, September 14	15. PAGE COUNT  38
16. SUPPLEMENTARY NOTATION			
17. COSATI CODES		18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)	
FIELD	GROUP	SUB-GROUP	Architectural Resources HABS/HAER
			Bald Eagle Cross Cut Canal Lock Lock Haven
			Clinton County Marketing Plan
19. ABSTRACT (Continue on reverse if necessary and identify by block number)			
This report contains an overview of the mitigation plan outlined in the 1988 Memorandum of Agreement (MOA) among the Corps, the Local Sponsor, the SHPO, and the Advisory Council on Historic Preservation. It also contains detailed requirements for HABS/HAER documentation for significant architectural resources identified in the MOA.			
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT  UNCLASSIFIED/UNLIMITED <input type="checkbox"/> SAME AS RPT. <input type="checkbox"/> DTIC USERS		21. ABSTRACT SECURITY CLASSIFICATION	
22. NAME OF RESPONSIBLE INDIVIDUAL		22b. TELEPHONE (Include Area Code)	22c. OFFICE SYMBOL

## 18. SUBJECT TERMS (continued):

Memorandum of Agreement  
Mitigation  
Pennsylvania  
Recordation  
Scope of Work  
Special Demolition Measures  
Woodward Township

Accession For /	
NTIS	CRA&I <input checked="" type="checkbox"/>
DTIC	TAB <input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification _____	
By _____	
Distribution / _____	
Availability Codes	
Dist	Avail and / or Special
A-1	



US Army Corps  
of Engineers  
Baltimore District

Contract No. DACW 31-89-D-0054  
Delivery Order No. 0002

**Draft Mitigation Plan  
and Scope of Work  
Lock Haven Local Flood Protection Project  
Clinton County, Pennsylvania**

*Final Report*

---

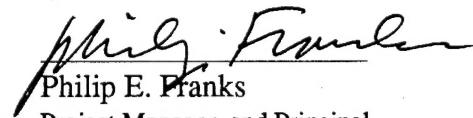
---

Prepared for:  
Baltimore District Corps of Engineers

Prepared by:  
KFS Historic Preservation Group  
Kise Franks & Straw  
Philadelphia, Pennsylvania

Prepared under the direction of:

  
Carol A. Benenson  
Principal Investigator and Associate  
Kise Franks & Straw

  
Philip E. Franks  
Project Manager and Principal  
Kise Franks & Straw

---

September 1990

## TABLE OF CONTENTS

1. MANAGEMENT SUMMARY	1
2. GENERAL MITIGATION PLAN	2
3. SCOPE OF WORK	3
APPENDIX	A: MOA Attachment 4 B: MOA Attachment 5 C: Lock Haven HABS/HAER Stipulations D: Packer House HABS/HAER Stipulations E: Plan for Recordation of the Outlet Lock

## **1. MANAGEMENT SUMMARY**

## **1. MANAGEMENT SUMMARY**

The following drafts of a general mitigation plan and scope of work have been developed in response to the stipulations set forth in the 1988 Memorandum of Agreement (MOA) for the Lock Haven Local Flood Protection Project. This overview of the mitigation plan, and more specifically, the scope of work are intended to assist the COE and Local Sponsor in proceeding with their architectural resource effort for the project.

The general mitigation plan is derived from Attachment 4 of the MOA (Appendix A) which describes options or procedures for treating historic properties in the Lock Haven project area. The scope of work addresses three primary tasks: HABS/HAER documentation, a marketing plan, and special demolition measures. The detailed requirements for the HABS/HAER documentation (Appendix C) were specified by the National Park Service upon review of the project information including the MOA, and survey forms, photographs, and maps of each property referenced.

**2. GENERAL MITIGATION  
PLAN**

## 2. GENERAL MITIGATION PLAN

The components of the general mitigation plan are based upon the MOA stipulations for the treatment of historic structures. (Note: Project design measures, including plans to mitigate visual impacts on historic structures, are included in the General Design Memorandum and are to be detailed in the Project Plans and Specifications and subsequent cultural resource management documents.) The MOA stipulations require that the COE and Local Sponsor ensure that special procedures are taken for raising, relocating, and demolishing historic structures adversely impacted by the project. The specific procedures are outlined in Attachment 4 of the MOA, amended to this overview as Appendix A. In general, this attachment presents various options investigated for the treatment of historic structures, including leaving them in place with or without flood protection, elevation in place, relocation out of the flood zone, recordation, and selective salvage. For all options determined feasible, Historic American Buildings Survey/ Historic American Engineering Record (HABS/HAER) documentation is incorporated into the treatment recommendations (see scope of work and Appendix C).

Attachment 4 also calls for a marketing plan to treat historic residences that will be affected by the project. This effort ties into raising, relocation, and demolition options as an opportunity to preserve the buildings either through an appropriate non-residential use on site, where feasible, or through relocation by the owner or acquisition and relocation by a third party. An approach to this marketing plan appears below in the scope of work.

In the MOA, the treatment of historic structures also requires that plans for individual structures to be demolished attempt to minimize disturbance to associated archaeological remains in the vicinity (see Appendix B: MOA Attachment 5). Called Special or "Soft" Demolition Measures, these are to be utilized for building demolition where adjacent archaeological areas exist and data recovery will not be undertaken.

### **3. SCOPE OF WORK**

### **3. SCOPE OF WORK**

#### **3.1. HABS/HAER Documentation**

In the MOA, HABS/HAER documentation is specified for 24 structures, one being the Bald Eagle Canal Lock. The MOA distinguishes between resources requiring full (implied) versus minimal recordation, the majority cited for the former. Subsequent coordination with the National Park Service regarding the HABS/HAER effort has resulted in more specific stipulations as to the level of documentation for each resource in the MOA and the specific requirements for each (see Appendix C: Lock Haven HABS/HAER Stipulations and Appendix D: Packer House HABS Stipulations). The NPS has organized the 24 structures listed in the MOA into three types of formats: narrative, being the most extensive; outline; and short form, being the least extensive. The HABS/HAER documentation for the Lock Haven project will entail five narrative reports (Lock No. 34 and the Lock Keeper's House treated as one), nine outline reports, and ten short form reports. Please see Appendix C for the detailed written, photographic, and graphic documentation requirements that comprise the scope of work. A previously prepared approach to the canal lock recordation is provided in Appendix E (Dashiell et al. 1985).

Added to the tasks and products outlined in these specifications would be project meeting and management time to administer the HABS/HAER effort. The project team required to accomplish the HABS/HAER documentation would include a project manager, historians, historical architects, architectural photographer, and secretary as well as an archaeologist, laborers, and any other related support staff for the excavation of the Bald Eagle Canal Lock.

#### **3.2. Marketing Plan**

The Marketing Plan applies to historically significant structures to be acquired for project purposes. The first priority in this plan will be to interest the existing owner in the possibilities of relocating and restoring the structure on another suitable site. It is assumed that this effort will be undertaken by the Local Sponsor.

The following scope of work for the Marketing Plan pertains to structures not saved through efforts mentioned above. For these properties, the COE and/or Local Sponsor will try to interest a third party in saving or salvaging the historic structures. This effort can be implemented with the assistance of a Contractor as suggested below.

- A. A packet of material will be created for each historical structure not reused by the existing owner. The material will include photographs of the structure; information on its historic significance; available relocation sites; permitted uses in place if allowed by the Project; requirements and procedures for relocation, rehabilitation, restoration and maintenance; information on tax benefits and sources of funding for restoration of historically significant structures and the Secretary of Interior's Standards for Rehabilitating Historic Buildings. Location maps and the Standard Preservation Covenant will be included in the package. The COE/Local Sponsor will provide the information on available relocation sites and permitted uses in place. The Contractor will prepare all other materials and assemble a single package that includes all the structures. Because much of the graphic and written material needed for this package overlaps the products of the HABS/HAER, it is recommended that these two tasks be coordinated as a single effort.

- B. The Local Sponsor will place an advertisement requesting proposals for the full range of alternatives available for each particular structure. The Contractor can assist with the development and contents of the advertisement as far as preservation issues are concerned. Any legal or procedural issues to be addressed in the advertisement would require Local Sponsor and/or COE input. The Local Sponsor and COE will run the advertisement in the local newspapers and at least two other mediums as suggested by the SHPO. At least 60 days will be allowed for the receipt of proposals. The data packets prepared in Task 2.A will be provided to all inquiring agencies or people by the Local Sponsor and/or COE.
- C. The Local Sponsor will receive, review, and rank the proposals in order of preference, meaning greatest degree of preservation. For this effort, the Contractor will provide a historian to participate in the evaluation of preservation issues. The SHPO will receive copies of the offers and rankings for review and recommendations. The Local Sponsor and COE will respond to the offerors within 30 days. The priorities for ranking will be observed as per Attachment 4 of the MOA.
- D. For buildings to be relocated, the COE and Local Sponsor will insure that HABS/HAER documentation is completed (see Task 1) and that the property is moved in accordance with recommended approaches in the Department of the Interior's Moving Historic Buildings, in consultation with the SHPO, and by a professional mover. The Contractor will accomplish the HABS/HAER effort and provide consultation, as needed, in the house moving effort. As described in Task 1, the Contractor will also prepare HABS/HAER documentation for buildings prior to demolition, salvage, or transfer, or for those left in place, unoccupied and without flood protection measures. The HABS/HAER effort is anticipated for 24 structures including the Bald Eagle Canal Lock.
- E. Those structures that the Local Sponsor salvages, for which it has no immediate use, shall be dismantled and stored for future use/sale or placed in a depot for salvage materials. As needed, the Contractor will be available on site during the dismantling of the buildings to ensure their appropriate treatment and handling and the identification of significant building elements. The Local Sponsor will be responsible for the storage and storage facilities for the salvaged materials and their marketing as per provisions provided in Attachment 4.

Implementation of the Marketing Plan, excluding the HABS/HAER scope of work described above, will require a project manager, historian, historical architect, illustrator, and secretarial staff.

### **3.3. Special Demolition Measures**

The scope of work for the special demolition measures is essentially spelled out in a set of guidelines referenced in Attachment 5 of the MOA (see Appendix B). The work effort itself will involve the input of an archaeologist, prior to preparation of any construction documents, to delineate sensitive areas on significant archaeological properties slated for historic structure demolition, relocation, or elevation. This will likely involve review of

existing archaeological survey reports and field inspection. These sensitive areas should be identified on demolition contract drawings.

The significant archaeological properties requiring special building demolition measures are associated with both historic and non-historic architectural resources. They are as follows:

Significant Archaeological Site	Historic Architectural Resource	Non-historic Architectural Resource
Site 1	Hanna House	
36 CN49	Stern House	
36 CN80	Packer House	
36 CN56		Water Valley Trailer Park
36 CN54		Spangler (Hanger) Property
Rural Woodward		Chapman Property
Site 5		

This work effort will require a project manager, archaeologist, and illustrator.

**APPENDIX A: MOA ATTACHMENT 4**

ATTACHMENT 4

PROCEDURES FOR RAISING, RELOCATION,  
AND REMOVAL OF HISTORIC STRUCTURES

The following procedures constitute the plan for mitigating the impact on historic buildings which will be physically affected by the Project. This Attachment is divided into two sections. The first section is a discussion of all of the options that were investigated for the structures. The second section is a marketing plan developed to treat historic residences that will be affected by the Project. Project design measures, including plans to mitigate visual impacts on historic structures, are included in the General Design Memorandum (GDM) and will be detailed in the Project Plans and Specifications and subsequent cultural resources management documents prepared pursuant to this Agreement.

Mitigation of impacts to historic structures, as outlined here, is a process aimed at insuring maximum protection of the structure and/or the structure's most important elements, even though the buildings may have to be elevated, relocated, utilized differently, or removed. These measures apply to twenty-nine structures located in Woodward Township and seven structures in Lock Haven which are individually, or as part of a Historic District, eligible for the NRHP. Three special cases, the Canal Lock in Lock Haven, the Grafius House, and the Canal Lock Keepers House in Lower Lockport shall be discussed individually below.

OPTIONS

The structures covered by this plan have been identified and evaluated by investigations conducted by the Corps and the Local Sponsor and reports have been submitted to the SHPO for review and concurrence. For mitigation purposes, the Corps and Local Sponsor identified a comprehensive list of options and investigated the feasibility of each to contribute to the preservation of historical structures and their elements. The affected structures and the options are presented in the following narrative.

1. There are structures in Woodward Township which will be impacted by induced flooding, and buildings in Lock Haven which are in the actual levee construction area. Therefore, fee or easement estates over these properties must be acquired by the Local Sponsor in accordance with Corps' requirements as outlined in the acquisition plan presented in the GDM, and the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646, as amended). In Lock Haven, the structures must be removed in order to construct the levee. In Woodward Township, an estate must be acquired restricting use of the buildings for human habitation in areas of induced flooding. The option of leaving historical structures in

place for residential purposes without protection from induced flooding was found to be possible for structures where emergency access was available and acquisition by others was not a part of the Project.

2. The options of leaving historical structures in place with residential use by utilizing floodproofing, levee/wall construction, or payment of damages has been investigated and found to be technically and/or legally infeasible for any of the structures eligible for or listed on the NRHP. This conclusion was reached during a study of possible flood mitigation measures in Woodward Township conducted during the preparation of the GDM and included in Appendix B to the GDM.

3. The option of leaving the historical structure in place with residential use by elevating the building at the same site was investigated and found to be feasible where egress during flood events is possible and acquisition by others is not a part of the Project. This option is most feasible for the Packer House and the Probst House. Therefore, the greatest mitigation option for these properties, if the owner concurs, since neither is expected to be acquired in fee, would be to allow elevation in place. The Corps and Local Sponsor will ensure that the properties will be appropriately landscaped after elevation. The landscaping plan will be developed in consultation with the SHPO and the owner and submitted to the SHPO for review and approval.

Prior to elevating the building, the Corps and Local Sponsor will contact the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) and provide documentation of the structure's original setting and context as is required by HABS/HAER. The Local Sponsor shall ensure that the property is elevated in accordance with recommended approach in the Department of the Interiors' Moving Historic Buildings, in consultation with the SHPO, by a professional mover who has the capability to elevate historic structures properly. Within 90 days of elevation, the SHPO shall reevaluate the property on its new site and make a recommendation to the Corps and the Local Sponsor as to its continued eligibility for the National Register.

4. The option of leaving historical buildings in place without flood protection for non-habitable use was found to be feasible. This option is feasible for all historic buildings within the zone of induced flooding in Woodward Township with the exception of those in Lower Lockport where recreation areas will be constructed. This option was not feasible for any structures to be physically impacted in the Local Sponsor, since these structures would be removed for the levee right of way. This option has been included in the marketing plan at the end of the Attachment.

5. Three options were developed that involved relocation out of the flood zone by the owner or by others. These were found to be feasible for all buildings except the rear addition to the Grafius House which is a recent non-historic addition to the historic property and would be demolished for the levee right of

way. This option has been included in the marketing plan at the end of this Attachment.

6. The option of leaving historical structures in place, unoccupied, and without flood protective measures was found to be feasible for two structures, the Stern House and the Lock House in Lower Lockport, which have been unoccupied and neglected for several years. This option was not feasible for other structures since it would create an adverse effect through neglect in addition to human health and safety concerns. In the absence of acceptable offers in the marketing process, these two properties shall be recorded according to HABS/HAER requirements and left standing in private ownership, subject to the appropriate flowage easement acquired by the Local Sponsor.

7. Three options were developed that involved recordation and selective salvage by either the owner, others, or a municipality and then removal of the building. These options were found to be feasible for all historic buildings impacted by induced flooding or actual levee construction. This option has been included in the marketing plan at the end of this Attachment.

8. Effects on the Bald Eagle Cross Cut Canal Lock are to be treated by recovering data, documenting the structure, and demolition. The Bald Eagle Cross Cut Canal Lock would be directly impacted by levee construction and, therefore must be removed prior to construction. The Corps and the Local Sponsor, at their discretion and in consultation with the SHPO, may explore options to maintain a restored structure for public use. At a minimum, the Corps and Local Sponsor shall ensure that the Bald Eagle Cross Cut Canal Lock is recorded in accordance with HABS/HAER standards and that the construction materials will be provided to the Clinton County Historical Society for their use in rehabilitating other locks in their control.

#### MARKETING PLAN

This plan shall apply only to those structures to be acquired for project purposes that have been identified as being historically significant.

As stated in prior provisions of this attachment, every effort will first be made to interest the existing owner in the possibilities of relocating and restoring the structure on another suitable site. The monetary incentives and flexibility of alternative payments to owner occupants are greater than to any other purchaser. Efforts to save the structure through relocation will, therefore, be most successful working with existing owners.

The balance of this plan is focused on ways to save the structure or portions thereof by enticing interest of other third parties when decisions by owners have been made to give up the structure and move elsewhere.

This marketing plan will be implemented by the Local Sponsor and the Corps upon real estate title passing to the Local Sponsor. Every reasonable effort will be made to secure the building from vandalism and theft while awaiting further disposition. The Local Sponsor and the Corps will proceed with the marketing effort promptly realizing that danger of deterioration and damage to the structure increases the longer it remains vacant.

#### Marketing Effort and Priority

A. A packet of material will be created for each historical structure not reused by the existing owner. The material will include photographs of the structure; information on its historic significance; available relocation sites; permitted uses in place if allowed by the Project; requirements and procedures for relocation, rehabilitation, restoration and maintenance; information on Project incentives appropriate to the structure; materials on tax benefits and sources of funding for restoration of historically significant structures and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

B. The Local Sponsor and the Corps will place an advertisement requesting proposals for the full range of alternatives available for each particular structure. The range will include use in place if appropriate, relocation and restoration, relocation and rehabilitation, partial relocation or salvage of historic features, dismantling and salvage of historic pieces, specific salvage of significant features, and demolition of the structure. All other proposals meeting necessary project requirements will also be considered.

The advertisement will be run in the local newspaper and at least two other mediums as suggested by the SHPO. At least 60 days will be allowed for receipt of proposals. The data packets will be provided to all inquiring agencies or people.

C. The Local Sponsor and the Corps will accept the proposals and will rank them in order of preference, meaning greatest degree of preservation of the structure without regard to the monetary offers. The SHPO will receive copies of these offers and ranking for review and recommendation. Within 30 days of the receipt of the offers by the Local Sponsor and the Corps, the offer will be accepted that best preserves and utilizes the historic structure or its features.

C1. Where historic structure can physically remain without affecting construction of project features, all offers received shall be ranked in order for non-habitable reuse in place with the Standard Preservation Covenant. Second priority shall be given to offers for non-habitable reuse in place. Third priority shall be given to relocation of the structure. Fourth priority shall be given to offers for salvage.

C2. Where historic structures must be removed to permit the construction of project features, then the only priority shall be given to offers to relocate structures.

The Corps and Local Sponsor shall ensure that the SHPO is afforded 45 days to review and comment in writing on the new site for any property specified for relocation in this Agreement. The Corps and Local Sponsor shall take the SHPO's comments into account. Before the building is moved, the Corps and Local Sponsor shall contact the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) and provide such documentation of the property's original setting the property is moved in accordance with recommended approaches in the Department of the Interior's Moving Historic Buildings, in consultation with the SHPO, by a professional mover who has the capability to move historic structures properly. Within 90 days of the move, the SHPO shall reevaluate the property on its new site and make a recommendation to the Corps and Local Sponsor on writing as to its continued eligibility for the NRHP.

C3. Three options were developed that involved recordation and selective salvage, followed by removal of the building. These options were found to be feasible for all historic buildings impacted by induced flooding or actual levee construction.

The Corps and the Local Sponsor shall request the National Park Service (Historic American Buildings Survey (HABS) or the Historic American Engineering Record (HAER), as appropriate, to determine what documentation shall be required for each property specified for salvage or demolition. The Corps and the Local Sponsor shall insure that, unless otherwise agreed to by the National HABS/HAER standards prior to the demolition, and that copies of this documentation are made available to the SHPO and appropriate local archives designated by the SHPO.

D. Where the best offer does not meet the first priority stated above, the property shall be recorded according the HABS standards prior to transfer of the structure to the offerer.

E. Offerers will be permitted the greatest flexibility regarding time allowed for the relocation of the structure consistent with the construction schedule dictated by the Corps. In any event, at least 90 days will be allowed to implement any offer involving preservation of a historic structure.

F. The option of leaving historical structures in place, unoccupied, and without flood protective measures was found to be feasible for two structures, the Stern House and the Lock House in Lower Lockport, which have been unoccupied and neglected for several years. This option was not feasible for other structures since it would create an adverse effect through neglect in addition to human health and safety concerns. In the absence of acceptable offers in the Marketing process, these two properties shall be recorded according the HABS/HAER requirements and left standing in private ownership, subject to the appropriate flowage easement acquired by the Local Sponsor.

G. Those structures that the Local Sponsor salvages, for which it has no immediate use shall be dismantled and stored for future use/sale or placed in a depot for salvage materials. The Local Sponsor shall be responsible for the storage of the structures or the maintenance of a depot until the completion of the construction of the Project. The structures or materials shall be marketed by the Local Sponsor in accordance with the provisions for marketing contained in his attachment.

H. Owners not selecting to pursue relocation or reuse of their structures will not be permitted salvage rights which in any way diminish the historic value of the building or its potential for marketing to third parties. Owners wishing specific salvage rights will be encouraged to submit offers solicited under paragraph B of this attachment. If the best offer received in the ranking is salvage, then the owners offer will receive priority for selection.

**APPENDIX B: MOA ATTACHMENT 5**

ATTACHMENT 5

SPECIAL DEMOLITION MEASURES

The following measures shall be employed by the Corps and Local Sponsor in building demolition, principally in Woodward Township, but any other location of the Project as well, where adjacent archeological areas exist, and data recovery will not be accomplished. These measures are designed to avoid disturbance to the adjacent archeological areas. One or a combination of these measures will be implemented where the anticipated cost of evaluation and mitigation would exceed the cost of implementing these demolition measures. However, these measures, would not be implemented on structures eligible for inclusion on the NRHP until appropriate recordation according to HABS/HAER standards has been completed.

1. All sensitive areas where archeological resources may exist and where these demolition measures will apply will be identified on demolition contract drawings and will be delineated on the ground. The SHPO shall be provided the opportunity to review the demolition plans pursuant to Stipulation 17.
2. In the area containing the concentration of structures known as Upper Lockport, there are several archeologically sensitive properties shall be delineated by snow fencing. No equipment, with the exception of hand held devices, shall be allowed within the fenced areas, unless supported by construction matting similar to that used for construction in wet or soft earth. The disposition of the architecturally significant properties in Upper Lockport shall be determined by the procedures outlined in Attachment 4 to this Agreement.
3. All other properties in Woodward Township in the area of Project impact, upstream of the area known as Upper Lockport, contain archeological resources. The following measures shall apply to these properties. Architecturally significant properties shall be treated according to the procedures outlined in Attachment 4 to this Agreement. The ground in the vicinity of structures to be elevated or relocated as a result of the process in Attachment 4, where ground disturbance cannot be avoided, shall be inventoried, evaluated, and treated according to the procedures established in this Agreement.
4. Areas where heavy equipment will not be restricted will be existing roadways and driveways.
5. Use of small mechanized equipment (Backhoe, mini-dozer, truck mounted equipment, etc.) will be allowed in sensitive areas when the ground is dry or frozen and ground surface will not be compacted.

6. Demolition of structures and removal of debris by hand may be accomplished throughout any area and in any weather conditions. Necessary vehicles and equipment shall be located on existing roadways, driveways and similar compacted areas.

7. All concrete slabs, sidewalks, driveways, etc., will be broken up with jack hammers or by heavier equipment working from existing roadways and compacted areas. Loading may be by hand or by equipment working from existing roadways and compacted areas.

8. All graveled areas to be removed may be scraped by equipment so long as previously undisturbed areas are not disturbed with the equipment.

9. All building foundations, wells, and similar structural cavities will be removed to 18" below ground surface. Clean fill brought from off site will be used to backfill. Cavities may be backfilled with masonry building debris according to state standards.

10. Construction mats may be used if requested by contractor and approved by the Contracting Officer to minimize ground disturbance and overcome more severe restrictive demolition techniques.

11. Underground utilities will be left in place where safety or other property use by owners will not be affected. Otherwise utilities will be removed through sensitive areas by measures 3 and 5 above.

12. Regrading of any naturally existing ground surfaces will not be allowed in sensitive areas.

13. All exposed ground shall be seeded according to the appropriate Commonwealth of Pennsylvania standards following the demolition.

14. All demolition in sensitive areas will occur during times or seasons when the ground is frozen.

**APPENDIX C: LOCK HAVEN HABS/HAER  
STIPULATIONS**



IN REPLY REFER TO:

H40 (MAR-CRP)

# United States Department of the Interior

## NATIONAL PARK SERVICE

MID-ATLANTIC REGION  
U.S. CUSTOM HOUSE, ROOM 251  
2nd & CHESTNUT STREET  
PHILADELPHIA, PA 19106

JUL 19 1990

Ms. Carol Benenson  
Kise Franks & Straw, Inc.  
219 North Broad Street, 9th Floor  
Philadelphia, Pennsylvania 19107

Dear Ms. Benenson:

Thank you for your inquiry to the National Park Service (NPS) concerning the level of documentation required for the Lock Haven Flood Control project. To expedite our review, please refer to the names and NPS project numbers listed below in all correspondence.

The documentation on the enclosed list will be sufficient for compliance with the Memorandum of Agreement among the Advisory Council on Historic Preservation, the Pennsylvania State Historic Preservation Officer and the U.S. Army Corps of Engineers.

This documentation must be prepared in accordance with Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) guidelines, copies of which are enclosed.

### HAER Projects:

NPS Project #694A Bald Eagle Cross Cut Canal: Lock No. 35, Lockhaven, PA - Enclosure #1

NPS Project #694B

1. West Branch Pennsylvania Canal: Lock No. 34
2. West Branch Pennsylvania Canal: Lock Keepers House

Lockhaven vicinity, PA - For the above listed properties see Enclosure #2

### HABS Complexes:

NPS Project #695A Samuel Probst Farm; Farm House, Summer Kitchen, Barn, and Corn Crib, Lockhaven vicinity, PA - Enclosure #3

NPS Project #695B Levi A. Mackey House; Carriage House, Lockhaven, PA - Enclosure #4



HABS Outline Reports:

NPS Project #696

1. Shoemaker House
2. Chilcot House
3. Englert House
4. Kreamer House
5. Shultz House
6. Pokorney House
7. Widmann-McGill House
8. Hanna House
9. Stern House

Lockhaven vicinity, PA - For the above listed properties see Enclosure #5

HABS Short Form Reports:

NPS Project #697

1. 116-118 Mill Street (Duplex)
2. 117 Mill Street (House)
3. 120 Mill street (House)
4. 121-123 Mill Street (Duplex)

Lockhaven, PA - For the above listed properties see Enclosure #6

NPS Project #698

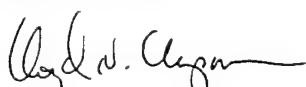
1. Karchner House
2. Fortney House
3. Poremsky House
4. James McGill House
5. Baney House
6. Alley House

Lockhaven vicinity, PA - For the above listed properties see Enclosure #7

When the documentation is completed, it must be submitted to this office for review. When the execution of the documents is acceptable, we will transmit the material to the Library of Congress for inclusion in the HABS/HAER collection. Incomplete or incorrect reports will be returned for revision.

Please contact David L. Chapman at (215) 597-2334, if you have any questions.

Sincerely,



Lloyd N. Chapman  
Chief, Preservation Planning Branch  
Cultural Resource Management

Enclosures

cc: James F. Johnson (U.S. Army Corps of Engineers)  
Robert Gore (U.S. Army Corps of Engineers)

ENCLOSURE #1

SCHEDULE OF WRITTEN DOCUMENTATION  
FOR THE RECORDING OF  
Bald Eagle Cross Cut Canal: Lock No.35  
Lockhaven, PA  
NPS Project #694A

I. WRITTEN DOCUMENTATION

A concise HAER "Narrative Format" report of the property as named above is required. This should stress engineering, architectural and cultural significance at the appropriate local, state or national level. This can be extracted from existing documents, to set the above-cited feature in context.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Views to show spatial relationships between lock and surrounding buildings, include landscape architectural characteristics.
- B. Index to photos (see pages 13 - 15 of the Guide to Photos).
- C. Photo key to show location of each view.
- D. Views of features cited above:
  - 1. General views of feature within setting, including significant landscape architectural characteristics.
  - 2. Perspective views. Should show alignment of Lock in a logical progression.
  - 3. Architectural details, noted in index as original fabric or additions/alterations.
  - 4. Engineering details to show character and function of lock.
- E. Historic views:

A thorough search should be undertaken, and photographic copies made of a sample of historic photographs of the overall complex and of individual buildings, especially those which have been altered. Each set of historic views should be organized after current views of the corresponding complex or individual structure.

A source and approximate date should be given for each original photograph in the Index to Photos. If a collection of historic photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of the structure is required. The latter need not be to scale but should include overall exterior dimensions. Historical construction plans are preferable to new ones.

### III. GRAPHIC DOCUMENTATION

A series of 8 1/2" x 11" historic site plans, showing key periods in the evolution of the feature, is required. This should include a current plan, showing the location of the Lock and its relationship to structures near it. These should maintain one inch margins on all borders and include a header with project information and page numbers.

### IV. PACKAGING REQUIREMENTS

1. A HAER number for this project will be requested from our Washington office. Please call our office to request this number before submitting the documentation. This number must appear on all written and photographic materials.
2. All material submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation and the Guide to HAER complexes. Please call our office if specific guidance is needed.

Enclosure #2

SCHEDULE OF WRITTEN DOCUMENTATION  
FOR THE RECORDING OF

West Branch Pennsylvania Canal: Lock No. 34  
Lock Keeper's House  
Lockhaven vicinity  
NPS project #694B

I. WRITTEN DOCUMENTATION

A concise "Narrative Format" summary of the overall canal and lock, as named above, is required as an introductory chapter. This should stress engineering, architectural and cultural significance at the appropriate local, state or national level. This can be extracted from existing documents, to set the above-cited feature in context. The narrative should be followed by a narrative section detailing the Lock Keeper's House. The garage does not appear to be historic enough to document.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Exterior views to show spatial relationships between canal, lock, and house, including landscape architectural characteristics.
- B. Index to photos of overall complex and to house (see pages 13 - 15 of the Guide to Photos).
- C. Photo keys to show location of each view.
- D. Exterior views of house:
  1. General views of structure within setting, including significant landscape architectural characteristics.
  2. Perspective views. Several elevations may be shown at a time.
  3. Architectural details, noted in index as original fabric or additions/alterations.
- D. Interior views to show character of house:
  1. Typical overall spaces, including structure and materials.
  2. Architectural details.
- E. Historic views:

A thorough search should be undertaken, and photographic copies made of a sample of historic photographs of the lock area and associated house. Each set of historic views should be organized after current views of the corresponding feature or individual structure.

A source and approximate date should be given for each original photograph in the Index to Photos. If a collection of historic photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original floor plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of the house are required. The latter need not be to scale but should include overall exterior dimensions. Historical construction plans are preferable to new ones.

### III. GRAPHIC DOCUMENTATION

A series of 8 1/2" x 11" historic site plans, showing key periods in the evolution of the lock and house, is required. This should include a current plan showing the location of the lock and house. These should maintain one inch margins on all borders and include a header with project information and page number.

### IV. PACKAGING REQUIREMENTS

1. A HAER number for this project will be requested from our Washington office. Please call our office to request this number before submitting the documentation. The house should be assigned a letter extension of this number, i.e., HABS No. PA-626-A. HABS numbers must appear on all written and photographic materials.
2. All material submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation and the Guide to HAER complexes. Please call our office if specific guidance is needed.

Enclosure #3

SCHEDULE OF WRITTEN DOCUMENTATION  
FOR THE RECORDING OF  
Samuel Probst Farm,  
Farm House  
Summer Kitchen  
Barn  
Corn Crib  
Lockhaven vicinity, PA  
NPS Project #695A

I. WRITTEN DOCUMENTATION

A "Narrative Format" summary of the overall complex, as named above, is required as an introductory chapter. This should stress architectural and cultural significance at the appropriate local, state or national level. The narrative should be followed by an "Outline Format" report for the Farm House. "Short Form" reports are required for the Summer Kitchen, Barn, and Corn Crib. The short form format is described in the Guide to Written Documentation.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Indices to photos concerning overall complex and each individually documented building (see pages 13 - 15 of the Guide to Photos).
- B. Photo keys to show location of overall views.
- C. Exterior views of Individual Buildings:
  - 1. General views of structure within setting.
  - 2. Elevation views. Several facades may be shown at a time.
  - 3. Architectural details.
- D. Interior views of individual buildings:
  - 1. Typical spaces to show function, structure and materials.
  - 2. Architectural details.
  - 3. Engineering details, including existing machinery.
- E. Historic views:

A thorough search should be undertaken, and photographic copies made of a sample of historic photographs of the overall complex and of individual buildings. Each set should be organized after views of the corresponding complex or individual structure. A source and approximate date should be given for each original photograph in the written report and index to photos, respectively. If a collection of historic

photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original floor plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of all individually documented structures are required. The latter need not be to scale but should include overall exterior dimensions.

### III. GRAPHIC DOCUMENTATION

A series of 8 1/2" x 11" historic site plans, showing key periods in the evolution of the complex, is required. This should include a current plan, showing the location of the complex and each documented structure within it. These must maintain 1 inch margins and include headers and page numbers.

### IV. PACKAGING REQUIREMENTS

A. We will request a HABS number for this project from our Washington office. Please call our office to obtain this number before submitting this documentation. This number should be used on all written and photographic materials which relate to the overall complex. Each individual building must be assigned a letter extension of this number, for instance, HABS No. PA-5383-A, HABS No. PA-5383-B, etc. This citation should appear on all written and photographic materials which relate to a given individual structure.

B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation, and the Guide to HABS complexes.

Enclosure #4

SCHEDULE OF WRITTEN DOCUMENTATION  
FOR THE RECORDING OF  
**Levi A. Mackey House,**  
Carriage House  
Lockhaven, PA  
NPS Project #694B

I. WRITTEN DOCUMENTATION

A "Narrative Format" summary of the overall complex, as named above, is required as an introductory chapter. This should stress architectural and cultural significance at the appropriate local, state or national level. The narrative should be followed by a "Short Form" report for the Carriage House. The short form format is described in the Guide to Written Documentation.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Indices to photos concerning overall complex and carriage house (see pages 13 - 15 of the Guide to Photos).
- B. Photo key to show location of overall views.
- C. Exterior view:
  - 1. General views of structure within setting.
  - 2. Elevation views. Several facades may be shown at a time.
  - 3. Architectural details.
- D. Interior views:
  - 1. Typical spaces.
  - 2. Architectural details.
- E. Historic views:

A thorough search should be undertaken, and photographic copies made of a sample of historic photographs of the overall complex, including the carriage house. These should be organized after current views of the corresponding complex or individual structure. A source and approximate date should be given for each original photograph in the written report and index to photos, respectively. If a collection of historic photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original floor plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of the carriage house is required. The latter need not be to scale but should include overall exterior dimensions.

### III. GRAPHIC DOCUMENTATION

A series of 8 1/2" x 11" historic site plans, showing key periods in the evolution of the complex, is required. This should include a current plan, showing the location of the complex and each documented structure within it.

### IV. PACKAGING REQUIREMENTS

A. We will request a HABS number for this project from our Washington office. Please call our office to obtain this number before submitting this documentation. This number should be used on all written and photographic materials which relate to the overall complex. The carriage house must be assigned a letter extension of this number, for instance, HABS No. PA-5383-A. These citations should appear on all written and photographic materials.

B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation and the Guide to HABS complexes.

Enclosure #5

SCHEDULE OF DOCUMENTATION  
FOR THE RECORDING OF  
Shoemaker House  
Chilcot House  
Englert House  
Kreamer House  
Shultz House  
Pokorney House  
Widmann-McGill House  
Hanna House  
Stern House  
Lockhaven vicinity, PA  
NPS Project #696

I. WRITTEN DOCUMENTATION

An "Outline Format" written report regarding each of the above listed structures is required. These should be as thorough as possible, stressing architectural and cultural significance at the appropriate local, state or national level.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Index to photos of each house (see pages 13 - 15 of the Guide to Photos).
- B. Photo keys to show location of all views, where complex.
- C. Exterior views:
  - 1. General view of structure within setting.
  - 2. Front elevation.
  - 3. Perspective of front facade and one side.
  - 4. Perspective of rear facade and other side.
  - 5. Architectural details.
- D. Interior views:
  - 1. Typical spaces.
  - 2. Architectural details.
- E. Historic views:

A thorough search should be undertaken and photographic copies made of existing historic photographs. A source and approximate date should be given for each original photograph. If a collection of historic photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original floor plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of the structure are required. The latter need not be to scale but should include overall exterior dimensions.

### III. GRAPHIC DOCUMENTATION

An 8 1/2" x 11" sketch site plan, clearly locating the structure in its setting, is required.

### IV. PACKAGING REQUIREMENTS

- A. We will request HABS numbers for these projects from our Washington office. Please call our office to obtain these numbers before submitting this documentation.
- B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation.

**Enclosure #6**  
**SCHEDULE OF DOCUMENTATION**  
**FOR THE RECORDING OF**  
**116-118 Mill Street (Duplex)**  
**117 Mill Street (House)**  
**120 Mill Street (House)**  
**121-123 Mill Street (Duplex)**  
**Lockhaven, PA**  
**NPS Project #697**

**I. WRITTEN DOCUMENTATION**

A "Short Form" format report is required for each of these structures. This format is detailed in the guide for preparation of HABS reports. These forms should be developed as concisely as possible highlighting architectural and cultural significance on the appropriate local, state or national level.

**II. PHOTOGRAPHIC DOCUMENTATION**

- A. Index to Photos (See pages 13 - 15 of the Guide to Photos).
- B. Exterior views:
  1. General view of each structure within its setting.
  2. Elevation views.
  3. Architectural details.
- C. Interior views:
  1. Typical spaces.
  2. Architectural details.

**III. GRAPHIC DOCUMENTATION**

- A. An 8 1/2" x 11" sketch site plan, clearly locating each structure in context, is required.
- B. 8 1/2" x 11" sketch floor plans of each structure are required. These need not be to scale but should be proportional and include overall dimensions.

**IV. PACKAGING REQUIREMENTS**

- A. We will request HABS numbers for these projects from our Washington office. Please call our office to obtain these numbers before submitting this documentation.
- B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation.

Enclosure #7

SCHEDULE OF DOCUMENTATION  
FOR THE RECORDING OF  
Karchner House  
Fortney House  
Poremsky House  
James McGill House  
Baney House  
Alley House  
Lockhaven vicinity, PA  
NPS Project #698

I. WRITTEN DOCUMENTATION

A "Short Form" format report is required for each of these structures. This format is detailed in the guide for preparation of HABS reports. These forms should be developed as concisely as possible highlighting architectural and cultural significance on the appropriate local, state or national level.

II. PHOTOGRAPHIC DOCUMENTATION

- A. Index to Photos for each building (See pages 13 - 15 of the Guide to Photos).
- B. Exterior views:
  - 1. General view of each structure within its setting.
  - 2. Elevation views.
  - 3. Architectural details.
- C. Interior Views:
  - 1. Typical Spaces.
  - 2. Architectural details.

III. GRAPHIC DOCUMENTATION

- A. An 8 1/2" x 11" sketch site plan, clearly locating each structure in context, is required.
- B. 8 1/2" x 11" sketch floor plans of each structure are required. These need not be to scale but should be proportional and include overall dimensions.

IV. PACKAGING REQUIREMENTS

- A. We will request HABS numbers for these projects from our Washington office. Please call our office to obtain these numbers before submitting this documentation.
- B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation.

**APPENDIX D: PACKER HOUSE  
HABS/HAER  
STIPULATIONS**

H38 (MAR-CRP)

APR 19 1990

Dr. James F. Johnson  
Chief, Planning Division  
U. S. Army Corps of Engineers  
Baltimore District  
P. O. Box 1715  
Baltimore, Maryland 21203-1715

Dear Dr. Johnson:

This is in response to an inquiry to the National Park Service (NPS) concerning the level of HABS documentation required for the Issac Packer Farm, Lockhaven, PA (NPS project #680).

The documentation on the enclosed list will be sufficient for compliance with the Memorandum of Agreement among the Advisory Council on Historic Preservation, the Pennsylvania State Historic Preservation Officer and the Corps of Engineers.

This documentation must be prepared in accordance with Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) guidelines and the Report Format for HABS complexes, copies of which are enclosed. A copy of the schedule of documentation and the format for complexes has also been sent under separate cover to the consultant.

When the documentation is completed, it must be submitted to this office for review. When the execution of the documents is acceptable, we will transmit the material to the Library of Congress for inclusion in the HABS/HAER collection. Incomplete or incorrect reports will be returned for revision.

Please contact Tina C. Van Dyke at (215) 597-6484, if you have any questions.

Sincerely,

/s/ Tina C. Van Dyke

Lloyd N. Chapman  
Chief, Preservation Planning Branch  
Cultural Resource Management

Enclosures

cc: Kise Franks Straw (with enclosures)

SCHEDULE OF WRITTEN DOCUMENTATION  
FOR THE RECORDING OF  
Issac Packer Farm  
Lockhaven, PA  
NPS project #680

I. WRITTEN DOCUMENTATION:

A "Narrative Format" summary of the overall complex and its setting, as named above, is required as an introductory chapter. This should stress landscape architectural, architectural and cultural significance at the appropriate local, state or national level. This should include the relationship of the evolving farm to surrounding transportation, and agricultural development. The narrative should be followed by an "Outline Format" report for the farmhouse and the barn, and a "Short Form" report for minor/contributing structures, including the lime kiln. The short form format is described in the Guide to Written HABS Documentation.

II. PHOTOGRAPHIC DOCUMENTATION:

- A. Indexes to photos for overall complex and for each individual building (see pages 10 and 12 of the Guide to Photos).
- B. Individual photo keys to show the location of overall views and those taken of the "outlined" buildings.
- C. Exterior views of each individually documented building:
  - 1. General views of structure within setting.
  - 2. Elevation views. Several facades may be shown at a time, particularly the lime kiln.
  - 3. Architectural details.
  - 4. Engineering details.
- D. Interior views of each individually documented building, particularly the house.
  - 1. Typical spaces, including all unaltered major rooms in the house.
  - 2. Architectural details.
  - 3. Engineering details, including existing machinery in the barn or lime kiln.
- E. Historic views:

A thorough search should be undertaken, and photographic copies made of a sample of historic photographs of the overall complex and of each individually documented building. Each set should follow the current views of either the corresponding complex or the individually documented structure. A source and approximate date should be given for each original photograph in the written report and index to photos, respectively. If a

collection of historic photos appears in a safe archive, please consult with NPS regarding the size of the sample.

F. Either original floor plans, photographically reduced to 4"x5", 5"x7" or 8"x10" format, OR 8 1/2" x 11" sketch plans of all documented structures are required. The latter need not be to scale but should include overall exterior dimensions.

III. GRAPHIC DOCUMENTATION:

A series of 8 1/2" x 11" site plans, showing changes over time in the complex, is required. These should clearly locate the complex within its surroundings and each documented structure within it. These should show the relationship between all relevant environmental features of the cultural landscape and the farm complex.

IV. PACKAGING REQUIREMENTS:

A. We will request a HABS number for this project from our Washington office. Please call our office to obtain this number before submitting this documentation. This number (i.e. HABS No. PA-xxxx) should be used on all written and photographic materials which relate to the overall complex. Each individual building must be assigned a letter extension of this number, for instance, HABS No. PA-xxxx-A, HABS No. PA-xxxx-B, etc. These citations should appear on all written and photographic materials which relate to individual structures.

B. All materials submitted as documentation must follow the requirements outlined in the Guidelines for the Preparation of Written and Photographic Documentation, and the Guide to HABS complexes.

## REPORT FORMAT FOR HABS COMPLEXES

### Organization of Narrative and Each Individual Building Report

1. Title page, overviewing whole complex. See pages 5-7 of HABS guide. (This is understood to be page 1.)
2. Narrative format report outlining historic context of entire complex. This should contain the information outlined on pages 21 and 22 of the guide to written HABS documentation.
3. Sources of Information - References consulted for research. See page 14 of the HABS guide.
4. Project Information - See page 15 of HABS guide.
5. Site plan which shows overall complex. Include 1" margins and header with project information in upper right-hand corner.
6. Xerox copies of articles or graphics, etc. These must be cited in the sources to avoid copyright infringements, and must contain a project header.

The header for all narrative pages after the title page should be typed in the upper right-hand corner according to following sample:

SANFORD CARPET COMPANY COMPLEX  
(Bigelow-Sanford Carpet Company)  
HABS No. NY-6299 (Page 2-x)

7. The Index to Photos of the complex follows the graphics. The Key to Photos follows the Index. These should be paginated as a separate unit from the text. Provide headers on all pages after page one.
8. Title page for each building being individually documented. See pages 5-7 of HABS guide.
9. Report for each individually documented building, A-X, should follow. This will be either an outline report or a short form, according to stipulations. Each building must be handled as a separate section. For instance, the proper order for building A would be:

- a. Title page (page 1).
- b. Outline report (see pages 8-17 of HABS Guide) OR Short Form (see pages 18-20 of HABS Guide).
- c. Site plan showing location of the particular structure. Subject structures should be identified so that they "read".
- d. Index to Photographs.
- e. Key to photos, if required.
- f. Photographs, 1-x.

A sample header for building A data pages should be typed at the upper right-hand corner according to following sample:

SANFORD CARPET COMPANY COMPLEX, Building A  
(Bigelow-Sanford Carpet Company)  
HABS No. NY-6299-A (Page 2-x)

10. The order of the reports regarding the individually recorded buildings will depend on the system used to assign letters to the structures. The reports/buildings should be organized from A - X.

11. Pagination - The introductory narrative section should be paginated, then each building individually paginated within its section. Start page numbers over for each new building. The index to photos should be paginated separately from its corresponding outline or short form report.

**APPENDIX E: PLAN FOR RECORDATION  
OF THE OUTLET LOCK**

#### 7.4 Plan for Recordation of the Outlet Lock\*

In the absence of detailed specification drawings of the outlet lock, archeological excavation remains the only viable option available to record the below grade components of the feature. It seems likely that the middle portion of the lock is under Water Street. Since this segment of the lock is unlikely to yield technological information, excavations in this area are not recommended. However, two separate excavation units are recommended, one in each postulated lock gate area. These excavations should expose the lock walls and any surviving evidence of the gates and hydraulic system, and may need to be quite deep in order to do so. Particular care should be exercised at the gate recesses, where evidence of the "reversed gate" mechanism may be found. The interior fill of the lock should be cleared down to the level of the sills in order to allow the full profile of the lock to be recorded.

After the machine excavations are completed, it will be necessary to undertake some clearance of the lock walls and the bottom of the lock by hand in order to prepare them to be photographed and recorded. Photography and recording of all exposed masonry and any gate or hydraulic features should then be conducted to Historic American Engineering Record standards. This methodology should allow a precise detailed record of the outlet lock and any of its surviving unique technological aspects to be made.

\* David A. Dashiell, III, Richard Meyer, and Michael Parrington, Cultural Resources Survey, Lock Haven and Lockport, Clinton County, Pennsylvania, (Submitted to the U.S. Army, Corps of Engineers, Baltimore District by John Milner Associates, 1985), 64-65.

While the "reversed gate" mechanism is of particular significance as an example of a response to a technological problem evidence may also survive of any alterations to the canal lock. For example, if the canal bed was lowered in 1880 when the canal was deepened, at the same time it would also have been necessary to lower the sill of the lock at the upper gate. If no evidence of changes to the upper sill is found, it would imply that the banks of the canal were raised, in which case the sill would have been left in its original position.

Recordation of the outlet lock in the manner prescribed above should result in a fuller understanding of the engineering and building designs created by James Harris in response to a relatively unique and devastating set of environmental circumstances. In so doing, our knowledge of nineteenth century canal building technology will be enhanced, valuable information will be preserved, and adverse effect to the historic resource will be successfully mitigated.